



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

\$5,294.00-\$6,962.00

INFORMATION TECHNOLOGY DIVISION

CALIFORNIA DEPARTMENT OF INSURANCE (CDI)

MENU MODERNIZATION PROJECT

DATA AND APPLICATION ARCHITECTURE SECTION

SACRAMENTO

INTERNAL RECRUITMENT (CDI ONLY)

RESPONSIBILITIES:

Under the general direction of the Systems Software Specialist III (Supervisory), the incumbent serves as support to the technical lead in complex system analysis, design, and documentation efforts in support of the Department's mission critical applications. The incumbent assists in solving important business problems for the Department, and is able to utilize technology through prescribed methods and standards. Strong interpersonal skills and ability to contribute as a team member is required. Effective written and verbal communication skills and a strong customer focus are also required. Duties may require travel.

DESIRABLE QUALIFICATIONS

SPECIAL CHARACTERISTICS:

- A demonstrated interest in assuming increasing responsibility, utilize sound judgment, loyalty, and discretion
- Efficiency and accuracy in completing work. Demonstrated ability to organize and prioritize work
- Ability to communicate effectively orally and written
- Ability to handle multiple tasks, be creative, highly motivated and handle rapidly changing priorities
- Demonstrate a service oriented, customer relations-sensitive attitude
- Understand the importance of meeting business needs through innovative solutions
- Ability to make technical presentation for a variety of audience

INTERPERSONAL SKILLS:

- Ability to interact well with others using tact, poise and effective communication skills
- Ability to act tactfully in difficult situations, negotiate and resolve issues without confrontation, follow guidelines, assist others, and communicate in a clear and concise manner
- Ability to work as a technical lead in a team environment as well as independently

TECHNICAL SKILLS:

- Knowledge of Bridgeway eCounsel, OpenText Document Management, EMC Documentum, EMC Captiva, Adobe LiveCycle, Microsoft Dynamics CRM, MS Sharepoint, SQL Server and SQL Server Reporting Services
- Knowledge of structured methodology, and the application development life cycle
- Strong knowledge and experience in systems analysis, design and computer programming techniques
- Experience with Oracle Developer Suite and Microsoft Visual Studio is a plus



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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Requires ability to effectively handle stress and deadlines
- Appropriate dress for the office environment
- Ability to read and understand various technical documents and resources
- Effective verbal and written communication
- Demonstrated ability to act independently with flexibility and tact
- Work overtime, weekends and holidays if required by business needs

WHO MAY APPLY:

Applications will be accepted from those with reemployment status for the classification or current CDI employees at the Systems Software Specialist I (Technical) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Elizabeth Reyes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE PSN # 413-108-1587-XXX, RPA 15-224" ON THE STATE APPLICATION.** For additional information, please call Elizabeth Reyes at (916) 492-3300.

FINAL FILING DATE: **Until Filled**

NOTE: **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

1/8/16 ER

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
